

Internal/External
STATE OF MONTANA JOB VACANCY

Department of Corrections/MONTANA STATE PRISON
600 Conley Lake Road
Deer Lodge, MT. 59722
An Equal Opportunity Employer

July 2, 2008

Job Title:	Librarian	Position No.:	39338
Division:	Montana State Prison	Pay Band:	5
Location:	Deer Lodge	Bargaining Unit:	005, MFSPE
Status:	Permanent, Full-Time	Supplement:	Yes, Authorization to Release
Salary:	\$13.116 New to State Government – \$16.308 /hr DOE	Hours:	To Be Determined

Application Deadline: Applications may be returned to any local Job Service Office or Montana State Prison by email, fax or hard copy.

Human Resources
600 Conley Lake Road
Deer Lodge, MT 59722

fax: (406)846-2950

email: whislop@mt.gov

No later than 5:00 p.m., July 18, 2008

Application materials are available on the web at www.mt.gov.

Special Information: Upon employment, successful completion of Basic Pre-Service Training for Prison employees. Must be able to respond in the event of an emergency; able to work under stressful and potentially dangerous conditions. Tuberculosis testing is mandatory. Montana State Prison is a Tobacco Free Institution.

Typical Duties: Oversees staff, develops and directs information programs, and systems for the patrons to ensure information is being organized to meet the needs of users. Incorporates all three aspects of library work: Administrative Services oversees the management and planning of libraries, negotiates contracts for services, materials, and equipment, supervises library employees, performs public relations and fund-raising duties, prepares budgets, and directs activities to ensure that everything functions properly. Technical services are the acquisition, cataloguing, and preparation of material for use. User services works with the clients to help them find the information they need. Prepares and prioritizes requests for developing Executive Planning Process through knowledge of expenditures, need resources and by meetings with the Director of Education and Habilitative Services to ensure programs are adequately funded and staffed. Applies professional knowledge, skills, and abilities to the recruitment, screening, interviewing, and hiring of library technicians to increase the quality of services provided to staff and inmates. Obtains creative funding sources for special projects and target population to supplement MSP budget and performs an ongoing analysis of budgets for the library and legal services. Determines the prison information needs through a needs assessment, considering the need for accessibility and timeliness and the need for appropriate databases and information networks. Analyzes new developments, products, funding, services, and issues relating to information technology through professional involvement and research to provide the most effective use of agency resources in accomplishing the libraries technological goals. Directs and provides interlibrary loan services to all professional staff, inmates and female inmates at the Women's Correctional Center via the Western Library Network (WLN) LaserCat system, and other methods employing Montana State and American Library Association ILL protocol. Coordinates outreach services to inmate units by contact with appropriate staff and inmates to provide library materials, which meet the needs of users. Directs and provides legal reference material to all in-state pre-release centers and all out of state transfers: male and female. Researches and provides relevant, accurate, authoritative, up-to-date print and non-print information resources including current periodicals, indexes, and abstracts in print or electronic format; recent editions of texts and other resources; and inmate education and recreational reading materials in response to anyone in the organization who needs them. Trains/orients inmates and staff users in use of library materials and equipment by explaining procedures, touring facilities and demonstrating equipment use. Supervises and trains inmate employees for user services and technical services. Supports clinical and management decision making, performance improvement activities, continuing education of staff, inmate education, and research. Prepares statistical report by supervising the collection of library usage and circulation data on daily basis. Prepares a library annual report for Montana State Prison. Represents MSP as a liaison between the Department of Corrections and out-of-state holding facilities for legal access to case law and legal forms.

Qualifications: Knowledge of the philosophies, principles and practices of librarianship and library science. Basic knowledge of special terminology used by a variety of professional groups is necessary. Skills in employing interview techniques - the reference interview - to determine the individual users needs and skills in mediating between users and sources of information, translating information into terms both use is required. Skills in managing and operating computer equipment and specific programs such as LaserCat and other CD-ROM products and the capacity to administer, supervise, evaluate and modify projects as required to meet internal and external changes is needed. Ability to demonstrate organization skills to maintain workflow processes and handles a wide variety of tasks efficiently. Ability to handle multiple and sometimes conflicting demands upon time. Ability to work independently and manage time efficiently.

Education and Experience: The above knowledge, skills and abilities are typically acquired through a combination of education and experience equivalent to a Master's degree in library and information services and 1-2 years of work related experience or at least four years management experience in special and public libraries.

Reasonable Accommodations: Under state and federal law qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. An applicant must request an accommodation when needed. If you need any such accommodation, contact the Personnel Office at (406) 846-1320.

Equal Employment Opportunity Employer: This facility does not discriminate on the basis of disability or other legally prohibited basis. Upon request, reasonable accommodations will be provided to enable an applicant with a disability to apply and interview for a position.

Immigration and Control Act: In accordance with the Immigration and Control Act, the person selected must produce within three (3) days of hire, documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D. or a U.S. passport or a green card.

Montana Compliance with Military Selective Service Act: You will be required to produce documentation showing you have complied with the Federal Military Selective Service Act. Examples of this documentation include a registration card issued by Selective Service or a letter from Selective Service that shows you were not required to register.

Application and Selection Process:

Selection procedures to be used in evaluating applicants' qualifications may include, but are not limited to, an evaluation of the Montana State Application form; a structured interview; a performance test, supplemental questions and an extensive background check. Application materials required are:

1. Signed and completed State of Montana Employment Application (PD-25, Rev. 5/2003 or later). **Portions of the application may be photocopied if legible (see page 1 for instructions).**
2. Applicants claiming the **Veteran's or Handicapped Person's Employment Preferences** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or the SRS Certification of Disability form.
3. **Authorization to Release Information. This Authorization is required for all positions within the Department of Corrections. **HIRING AUTHORITY DOES NOT RECEIVE THIS FORM DUE TO REQUEST FOR DATE OF BIRTH. ****
4. **Applicable Transcripts, Degree information.**

Applications will be rejected for late, incomplete, or unsigned application materials. Applicants who make willful misrepresentation during the application process will be excluded from further employment consideration for the position or will be removed from appointment. This job posting is an advertisement for the solicitation of applicants for the position. It is not intended to represent a contract between the employer and the applicant selected.

Compensation: This position is classified at a band 5 on the State of Montana broadband pay plan. The salary is \$13.116 - \$16.308/hr depending upon experience. Eligible state employees are also provided paid health, dental and life insurance. Other benefits include a credit union, a deferred compensation program, Public Employees Retirement System, 15 working days annual leave, 12 working days sick leave per year, paid holidays, and up to 15 days military leave with full pay. Earned benefits may be used for maternity and parental (birth/adoption) leave and for immediate family illness care. Successful applicant will be required to complete a six-month trial/probationary period.

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**MONTANA DEPARTMENT OF CORRECTIONS
REFERENCE AND CRIMINAL BACKGROUND CHECK
AUTHORIZATION FORM**

Applicant's Name: _____

(Please print or type)

Other Names Used: _____

Social Security Number: _____ Date of Birth _____

TO WHOM IT MAY CONCERN:

As an applicant for a position with the Department of Corrections, I am required to furnish information for use in determining my qualifications for the position for which I have applied as is evident through my past work record. I hereby expressly authorize the Department of Corrections to contact my present or past employers, co-workers, personal references or any other possible work references. I further expressly authorize those aforementioned past employers and/or references to respond to such work related inquiries and to provide any and all information that they may have concerning me, including information of a confidential or privileged nature. I further release those past employment sources from any liability, which may relate to the information provided to the Department in good faith.

I also authorize the Department to conduct a Criminal Records and Background Check via law enforcement agencies and/or an investigator, and an Abuse, Neglect, or Mistreatment Check through the Department of Public Health and Human Services. I understand that the purpose of this record and background check is for purposes related only to the hiring decision of the position for which I have applied.

Have you ever been convicted of Domestic Abuse, either Felony or Misdemeanor? If your answer is yes, please provide the date of the conviction and the jurisdiction in which the conviction occurred.

____ No ____ Yes Date _____ Jurisdiction _____

APPLICANT'S SIGNATURE DATE
